

## **Copies of this document are available by request only**

Some information in the SWAP reports is considered sensitive in nature. Currently, these reports are distributed only to those entities which can demonstrate a need for the data and guarantee data confidentiality.

To request a copy of the report send a written request with the following information:

1. A description of the entity or company that is requesting the information;
2. Identify the specific informational need;
3. Establish the purpose and/or reason for the request or need for the data set;
4. Provide a description of the product or output for which the information is requested;
5. Provide a description of existing protocols which address handling and storage procedures to protect the information from unauthorized access of computer or written records. Specifically address provisions for the following:
  - a. Protection of electronic files (containing sensitive information) on protected servers, with appropriate cyber security features, such as firewalls, intrusion detection, etc.;
  - b. Protection of paper files (containing sensitive information) in designated storage areas;
  - c. Access controls in place which limit access to only those staff/employees who necessitate the use of the information as part of their scope of work; and
6. Establish your acceptance and responsibility to implement/maintain appropriate protocols to safeguard this information.

This request should be addressed to the Director of the Division of Water Supply & Geoscience at:

NJ Department of Environmental Protection  
Division of Water Supply & Geoscience  
Mail Code 401-04Q  
P.O. Box 420  
Trenton, NJ 08625

**For inquires by water system representatives:  
please contact the Division at 609-292-7219 for alternate instructions.**

If you have any questions or concerns, please contact the Division at  
609-292-7219 or [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov)